Social Work

Under administrative supervision, provides social work services to students and families of St. James School. Performs other related duties as assigned. Social workers are employed or contracted to help students and their families cope with personal and psychological issues that affect their school performance, behavior and socialization. Through one-on-one, classroom, in-home or school-wide sessions, school social workers address issues relevant to the student population they serve, such as school attendance, illegal drug or alcohol dangers, teen pregnancy, grief management and adjustment to the social setting of the school. They may also assist teachers and administrators in dealing with behavioral or attitude issues by communicating with students and their families to find the causes of their distress.

When appropriate or necessary, school social workers may provide information for outside support services or agencies to help students deal with economic, emotional or physical challenges.

DIRECTLY RESPONSIBLE TO Principal and Head of School

Supervises the work of student social work and/or mental health interns as applicable.

DUTIES AND RESPONSIBILITIES

Because they are tasked with helping students function effectively in a school environment, school social workers interact with students to assess the areas in which they may need counseling or assistance. Communicating with families, teachers and administrators is essential to provide a full view of the issues facing an individual student or a group of students. School social workers also maintain case files and reports to track student problems and progress, and to recognize patterns in behavior. Once issues or behavior problems have been identified, school social workers assist in remediation by providing counseling, treatment plans and/or workshops. This position also includes the importance of connecting families to schools, social agencies, health care institutions, mental health organizations and other resources that can help them outside of the school community. Provides social work counseling to students and parents; provides psycho-social assessment and diagnosis of behavioral disabilities with recommendations and/or environmental manipulations at the school, home and/or in the community with periodic reevaluations; participates in case conferences involving cooperation with other pupil personnel workers, school personnel and community agencies; makes referral to public or private agencies with appropriate follow-up; serves as a liaison between school, family and community resources; serves as a source of information regarding community resources; maintains appropriate school records and provides written reports and communications; participation as a resource person in in-service training and planning; acts as a consultant to resolve problems concerning issuance of credits; evaluates transcripts; participates, as requested, in planning, implementation and follow-up phases of proficiency testing; participates in the Individual Education Plan (IEP) process as required; supervises student social work interns; finds more appropriate school placement if necessary; connects to counseling at high schools and colleges to communicate and transfer information from school to school; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a Master degree in counseling or social work or related field such as Psychology. Specialization in Clinical Social Work preferred. Evidence in-depth knowledge of special education programs and other resources that would benefit an inner-city family

Knowledge, Skills, and Abilities

An understanding of the IEP process; knowledge of current state law/regulations regarding high school proficiency standards; leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas); social work case reporting and writing skills; ability to counsel students, parents, staff individually and in groups; skills in conducting effective meetings and conferences (including the resolution of disagreements); skill in socio-environmental analysis and diagnosis on problem students; a knowledge of community resources including schools and health care facilities; skill in communicating concepts and information accurately orally or in writing; ability to demonstrate effective liaison relationships with parents, schools, and agencies; ability to coordinate activities from many sources for the benefit of an individual student, and to make arrangements for groups of students; ability to aid in program development; skills in supervising and motivating interns if applicable.

Willing to travel locally using own transportation or public transportation; willing to work additional hours, weekends and/or evenings on occasion.

Salary and Benefits  Part-time position (25 hours per week)

Must serve as an independent contractor  EMAIL ONLY resume and cover letter No PHONE CALLS, FAXES or MAILED RESUMES will be excepted!

Questions, resumes and cover letters should be sent to search@stjamesphila.org.